

PORTAGE COUNTY
Board of County Commissioners

TITLE: Administrative Assistant

JOB OBJECTIVES: Under the direction of the County Administrator, incumbent is responsible for performing advanced administrative duties & clerical support for the Board of Commissioners and County Administrator as well as serving as back-up to the Board of Commissioners' Clerk and assisting the Clerk in the performance of related tasks. The Administrative Assistant must possess outstanding administrative and organizational skills and enjoy working in a results-driven environment. The incumbent will have the ability to exercise good judgement in a variety of situations, maintain confidentiality, display strong written and verbal communication skills and balance multiple priorities and projects from conception to completion. Incumbent must be able to work independently as well as with other members of a team in high pressure situations, covering a variety of activities.

ESSENTIAL JOB FUNCTIONS:

- Prepare and process final resolutions for the Board of Commissioners, Solid Waste Management District and Portage-Geauga Joint Board of Commissioners' Official Journals and distribute appropriate copies to County elected officials, County departments heads and outside agencies.
- Print the approved meeting minutes for the Board of Commissioners, Solid Waste Management District and Portage-Geauga Joint Board of Commissioners of each for permanent journals.
- Maintain the Board's Indexing.
- Prepare and gather information for the Commissioners' biweekly Agenda packets.
- Prepare purchase requisitions, review and reconcile billing statements and check County financial system for encumbrances; prepare statements and invoices for payment.
- Serve as back-up for the Clerk on a regular basis or as agreed upon with the Board of Commissioners:
 - Serve as Clerk to the Board of County Commissioners, Solid Waste Management District Commissioners, Records Commission and the Portage-Geauga Joint Board of Commissioners attending all regular and special official meetings.
 - Transcribe meeting minutes for the Board of Commissioners, Solid Waste Management District, Records Commission and the Portage-Geauga Joint Board of Commissioners; journalizing, cross referencing, and certifying as to accuracy of proceedings and actions taken by the Board.
- Prepare travel accommodations for the Board of Commissioners and staff and ensure the travel policy and process is followed accurately.
- Confirm attendance for Board and County Administrator invitations and meetings; schedule on respective calendars.
- Gather, analyze and input biweekly payroll data into Munis payroll system for various departments.
- Balance and prepare Final Earnings Proof for Auditor's certification.
- Retrieve and disburse employee paycheck stubs on a biweekly basis.
- Assist with distribution of W2's and 1095C's to staff.
- Calculate and prepare exiting employee's vacation, sick and comp leave balance payout.

- Receive citizen questions, complaints or concerns via telephone or in person; advises Board or County Administrator of the nature of the questions/complaints/concerns; as directed, investigates and notifies other involved staff in order to effectively respond to questions and/or resolve complaints.
- Notify Commissioners and County Administrator of scheduled appointments, meetings, etc. via text, phone or e-mail.
- Review and distribute signed documents (contracts, travel forms, etc.).
- Prepare and edit written memos, letters, reports or other materials on behalf of the Board or County Administrator for a variety of audiences throughout the County.
- Research, prioritize and follow-up on incoming issues and concerns addressed to the Board or County Administrator, including those of a sensitive or confidential nature and take appropriate action or response.
- Create presentations upon request of the Board or County Administrator.
- Manage conflicting priorities, anticipate needs, handle matters proactively and expeditiously and follow through on projects to successful completion, often with deadline pressures.
- Develop and maintain positive working relationships with Board members and County Administrator, co-workers and outside partners.
- Assist the Clerk in serving as liaison between county departments and the Board and County Administrator.
- Assist with coordinating special events such as Veterans Day, including updating the checklist, brochure creation, copying and distribution of brochure, coordination of participants, Countywide notification to employees, creation and publication of the advertisement; attendance at the event to coordinate attendees and brochure distribution and thank you letters to participants.
- Assist the public, other county employees, county department heads, and other agencies with retrieval of archived information (resolutions, minutes, road vacations, land annexations, board appointment, etc.).
- Coordinate order of office supplies and maintain inventory control; conducts inventories on office equipment and furniture.
- Serve as back up for part-time Clerical Specialist when needed.
- Perform other related work as required by the Board of Commissioners or County Administrator.
- Attend training as needed or required.
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

NON-ESSENTIAL JOB FUNCTIONS:

- Prepare proclamations and certificates

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Equipment: Incumbent uses the following equipment: computer, typewriter, copier, calculator, shredder, computer, printers, facsimile machine, recorder, computer software.

Critical Skills/Expertise:

- Knowledge of County policies, procedures and practices, the Ohio Revised Code and the County Commissioners' Association of Ohio (CCAO) Handbook.

- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow detailed instructions.
- Knowledge of computers and related equipment and software.
- Proficient in Microsoft Office (i.e. Word, Excel, PowerPoint, etc.)
- Ability to interact effectively and courteously with a variety of people both in-person and over the phone, occasionally under difficult circumstances.
- Ability to prioritize, organize and coordinate workloads seamlessly with excellent attention to detail.
- Ability to work at a fast pace, with a variety of tasks, in a high-pressure environment.
- Ability to work independently.
- Ability to appropriately handle confidential and sensitive information with discretion.
- Require the ability to listen to extensive discussions and provide a summary of all pertinent data.
- Ability to build relationships among the Board, co-workers, other County employees and outside partners.
- Ability to be adaptable to various competing demands.
- Ability to meet deadlines.
- Proactively seek opportunities and troubleshoot.
- Ability to display emotional maturity and professionalism.
- Require knowledge of the procedures, responsibilities, and operation of the Board of County Commissioners and their office as well as the operation of various County departments.
- Require knowledge of computer programs including word processing, and electronic scheduling. As back-up Clerk, must be fully versed in Minute Trac software after appropriate training.
- Genuine concern for the best interests of the citizens of Portage County. Incumbent should demonstrate an attitude of professionalism and keen awareness that the taxpayers of Portage County are of paramount concern and priority.

Job Standards: High School education or equivalent required. Associates or bachelor's degree in a relevant field is preferred. A minimum of three years' experience providing administrative support to senior or executive management is required. Certified Ohio Notary Public preferred. Previous governmental experience is preferred but not required. Must be able to type 40 w.p.m. and achieve 90% accuracy demonstrated through testing. Must possess a valid driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

II. DIFFICULTY OF WORK

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures. Incumbent works with minimum supervision.

III. RESPONSIBILITY

Supervisor provides general guidance and oversees work as needed. Incumbent makes decisions regarding general work duties independently. Computed work may be viewed on occasion. Errors may affect the operation of other organizational units.

IV. PERSONAL RELATIONSHIPS

Incumbent has contact with co-workers, employees of other public agencies, Elected Officials, County Department Heads, and the general public. The contact is typically to coordinate the efforts of the other department and the Commissioners' Office and to effectively maintain communications with various County departments, and to act as a liaison between the Board of Commissioners and Elected Officials, the public and other departments while serving as back-up Clerk.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs work that may require lifting up to 50 pounds occasionally.
Ability to operator a motor vehicle.

Physical Activities: Incumbent performs the following physical activities: Stooping, kneeling, crouching, reaching, pulling, lifting, fingering, talking, hearing and repetitive motions.

Visual Activities: Incumbent performs work close to the eyes.

Job Location: Incumbent works inside with no exposure to adverse environmental conditions.
